

MINUTES OF THE ANNUAL MEETING OF PETTAUGH PARISH COUNCIL HELD 24TH MAY 2017 IN ST CATHERINE'S CHURCH AT 6.45 p.m.

FOLLOWING THE ANNUAL PARISH MEETING

Those present: Councillor Andy Corrigan (Chairman), Councillor Gordon Janson, Councillor Malcolm Owers and Councillor Stephen Rowe. Mrs Margaret Marlow was Acting Clerk. Three parishioners were also present.

- 1. Welcome by the Chairman.** The Chairman welcomed Parishioners to the meeting, and thanked them for their support in attending.
- 2. To Elect a Chairman and Vice-Chairman.** This being the Annual Meeting the Chairman and Vice-Chairman stood down, and Cllr Corrigan asked for nominations for the position of Chairman for the coming year. Cllr Janson proposed that Cllr Corrigan be nominated for the position, this was seconded by Cllr Owers and Cllr Corrigan accepted the role of Chairman. Cllr Rowe proposed that Cllr Owers be nominated for the role of Vice-Chairman, this was seconded by Cllr Janson and Cllr Owers agreed to undertake the role of Vice-Chairman.
- 3. For Chairman and Vice-Chairman to make and sign their Declaration of Acceptance of Office.** Cllr Corrigan and Cllr Owers signed their Declarations of Acceptance of Office.
- 4. Apologies for Absence.** Apologies for absence had been received from Cllr Bulsing, due to her attendance at a Board Meeting.
- 5. To receive Declarations of interest.** There were no declarations of interest.

Public Forum: Those Parishioners present were invited to speak on any of the agenda items.

- 6. To approve the Minutes of Parish Council Meeting – 26th April 2017.** All Councillors voted to approve the minutes. The minutes were accepted and signed by the Chairman as a true record.
- 7. Matters arising from the Minutes.** Item 10 – Stonham Barns Planning Application. The Parish Council had contacted the MSDC Planning Services to ask why the Planning Committee meeting had been cancelled. The MSDC reply indicated that the meeting would take place shortly and in the meantime Stonham Barns had been advised not to undertake any further work.
- 8. To hear a Parish Council report for 2016.** A brief report was presented by the Acting Clerk on the work of the Parish Council over the past year. The Parish Council has held five meetings since the last Annual Meeting, and during the year the Parish Council has considered three planning Applications. The Parish Council has adopted new NALC Financial Regulations and kept up to date with all advice from SALC on policies and regulations. The Parish Council noted that the owners of Jan's Shop had offered to make it available for meetings and functions. A 'Pop-up-pub' had been held in June 2016 which was successful. An independent *ad hoc* committee has now been formed to consider any proposals for future functions. The Parish Council gave financial support to the Parochial Church Council in the removal of diseased and dangerous trees alongside the footpath through the Churchyard.

In order to comply with the Transparency Code for Smaller Authorities, the Parish Council applied for funding to buy a new computer and scanner, and to undertake training. At the same time the Parish Council changed the website provider to Suffolk.Cloud. The new website is being updated to make it compliant with the new regulations on Transparency. A full copy of the report will be placed with the Minutes.

9. To receive a report from the Metcalf Education Foundation Representative for 2016. The Metcalf Representative sent her apologies for being unable to attend the meeting. The Metcalf Representative had prepared a report in which she thanked the Parish Council for appointing her to the position of Metcalf Representative for another three years. Grants of up to £500 per person are available for applicants from Pettaugh, and the closing date for grants is 31st July 2017. A full copy of the report will be appended to these Minutes.

10. To hear report from St Catherine's Parochial Church Council. The Acting Clerk presented a brief report from the Parochial Church Council for 2016. The retirement of the Rector in May 2016 meant the past year had been a difficult time but services had continued to be held on a regular basis, with the first Sunday in the month being a rotating service with Helmingham, Framsdon and Winston. The service of Evensong also continued to be held on a regular basis on the third Saturday of the month. The Parochial Church Council was extremely grateful to the Parish Council for its payment for the essential tree work needed on the diseased and dangerous trees alongside the footpath through the Churchyard. A new Rector has been appointed and will be instituted in July. A copy of the report for 2016 will be appended to these Minutes.

11. To receive and accept the Internal Audit for 2016/17. The internal audit report which had been undertaken for the Parish Council by SALC was presented to Councillors. Copies of the report had been forwarded to the Councillors prior to the meeting. The report contained one recommendation on which action was needed. It was proposed by Cllr Owers, seconded by Cllr Corrigan and agreed that the Audit was accepted by the council.

12. To discuss Planning Application 0192/17 - The Depot, New Road, Pettaugh. The Parish Council were asked to consider a planning application for an extension to the front aspect of the Depot to make extra storage space. It was proposed to use this increased space for the storage of large organ pipes. The Depot is used as a workshop in the production and servicing of organs. Councillors discussed this application and agreed they were comfortable with the application and had no objections. The Acting Clerk will notify Planning Services.

13. To hear a report by the Acting Clerk and to authorise cheque payments. The Acting Clerk had little to report that had not already been discussed. A Cash Book reconciliation had been prepared and the Parish Council Current Account balance at the 24th May is £1,962.68 after authorisation of the cheques prepared for signing. The Business Saver Account has a balance of £1,048.92. Total funds available for use £3,011.60. Councillors were asked to authorise the following cheque payments:

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| i) St Catherine PCC for hire of Church – 24 th May 2017 | cheque no: 100375 | £15.00 |
| ii) SALC - Subscription for 2017/17 + Local Councillor; | £131.68 } cheque no: | |
| Internal Audit payment; £112.80 } | 100376 | £244.48 |

14. To record correspondence received. Significant letters received and sent between 27th April - 24th May 2017.

MSDC Planning Services - Application 0192/17, The Depot, New Road, Pettaugh. Extension of existing building (commercial).

Letter 6th May 2017 to Treasurer St Catherine PCC with cheque for church use 26th April 2017

Acknowledgement received.

e-mail sent to MSDC Planning Services - Amended Planning Application 3150/50 - Stonham Barns requesting clarification as to the delay in review by the Planning Committee.
Reply received on 10th May from Kathryn Oelman, Planning Officer
MSDC Planning Services - Application 0198/17, 15 Ipswich Way Pettaugh. Approval notification received.
MSDC Planning Services – Application 1083/17, Midway Cottage Ipswich Way. Approval notification received.
Invoice from SALC – Subscription for 2017/18.
Various updates from SALC including LAIS1400 – Precept; LAIS 1399 – Neighbourhood Planning 2017;
Changes to Data Protection regulations.
April SCC Annual report from Cllr Hicks

15. Any other business. Cllr Rowe spoke of the overgrown hedge on Debenham Way. It was agreed this was a hazard, causing pedestrians to walk in the road. Several complaints had been made to Highways over the past few months, but little action had been taken. Cllr Owers also noted the extremely overgrown ditch on Ipswich Way. Cllr Owers confirmed that maintenance of this ditch should be the responsibility of Highways. The Acting Clerk was asked to raise these matters with Highways Department.

16. Date of the next meeting. The next Parish Council meetings have been scheduled for Wednesday 9th August and Wednesday 25th October 2017 at 6.30 p.m. in St Catherine’s Church.

The meeting closed at 7.25 p.m.